

Job Description

Post:	Teaching Assistant L2
Pay Scale:	Grade 3 £24,404 - £25,183 (Actual Salary £18,219 - £18,801)
Responsible to:	SEN Support Manager
Main Location:	St Monica's RC High School

Main Duties

- It is expected at Level 2 that the postholder will work under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan to enable access to learning.

Help to keep children safe by:

- preparing and maintaining a safe and hygienic environment
- dealing with accidents, emergencies, and illness
- supporting the safeguarding of children
- encouraging children's positive behaviour

Provide support for learning activities by:

- supporting the teacher in planning learning activities
- supporting the delivery of learning activities
- supporting the teacher in the evaluation of learning activities
- promoting independence

Support children's development by:

- contributing to the development of children physically, emotionally and socially and the associated skills
- contributing to children's communication and intellectual development
- contributing to planning to meet children's development needs.

Support literacy and numeracy development by:

- supporting pupils to develop their reading, writing skills, speaking/talking and listening skills.
- supporting pupils to develop numeracy skills and to use and apply mathematics.

Support the use of information and communication technology for teaching and learning by:

- preparing and supporting the use of ICT resources for use in teaching and learning

Use information and communication technology to support pupils' learning by:

- undertaking the preparation of ICT to support pupils' learning.
- supporting pupils' learning through

Observe and report on pupil performance to inform the teacher's assessment and planning

Prepare and maintain the learning environment by:

- preparing the learning environment and learning materials for use
- monitoring and maintaining the learning environment and resources

Provide displays by:

- setting up, maintain and dismantling displays.

Promote positive behaviour by:

- implementing agreed behaviour management strategies
- supporting pupils in taking responsibility for their learning and behaviour

Develop and promote positive relationships by:

- interacting with and responding to children and adults
- developing positive relationships with children and adults
- communicating effectively with children and adults
- supporting children in developing positive relationships

Provide effective support for your colleagues by:

- maintaining working relationships with colleagues
- developing your effectiveness in a support role

Support the development and effectiveness of work teams by:

- contributing to effective team practice
- contributing to the development of the work team

Reflect on and develop practice by:

- reflecting on own professional practice
- taking responsibility for and participating in continuing professional development

Support children's play and learning by:

- participating in activities to encourage communication and language.
- providing opportunities for children's drama and imaginative play
- encouraging and supporting children to be creative in physical play
- creating a range of play opportunities to children
- supporting children's rights and choices in play
- encouraging children to explore and investigate.

Contribute to supporting bilingual/multilingual pupils by:

- contributing to the development of skills of bilingual/multilingual pupils in the target language
- supporting bilingual/multilingual pupils during learning activities

Support a child with disabilities or special educational needs by:

- supporting a child with disabilities or special educational needs by providing care and encouragement
- providing support to help the child to participate in activities and experiences.
- supporting the child and family according to the procedures of the setting

In addition, the role may possibly include: -

Contribute to moving and handling individuals by:

- preparing children, environments, and equipment for moving and handling
- enabling children to move from one position to another.

Support individuals during therapy sessions by:

- preparing and maintaining environments, equipment and materials prior to, during and after therapy sessions
- supporting individuals prior to and within therapy sessions
- observing and providing feedback on therapy sessions

Invigilate tests and examinations by:

- preparing to run tests and examinations
- implementing and maintaining invigilation requirements

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Maths at Grade A* - C, Or Level 9-4 or a Level 2 qualification in Literacy & Numeracy.	E	A/C
To possess or be willing to work towards a first aid certificate.	D	A/C
Level 2 NVQ qualification.	E	A/C
Knowledge & Experience		
Understanding & willingness to use basic technology	E	A/I
Ability to work in a team environment	E	A/I
Have an understanding of classroom roles and responsibilities	E	A/I
Experience or working with and/or caring for children within an education setting.	D	A/I
Experience of working with &/or caring for children.	E	A/I
Awareness and understanding of school curriculum.	E	A/I
Awareness of, and commitment to inclusion in a school setting.	E	A/I
Understanding of children in the appropriate age range.	E	A/I
Technical Skills & Ability		
Have the ability to provide admin support to the teacher/department.	E	A/I

Have the skills and knowledge to implement literacy/numeracy programmes.	E	A/I
Knowledge and understanding of how ICT can support learning.	E	A/I
To work towards demonstrating- High expectations of children and young people with a commitment to helping them fulfil their potential.	E	A/I
The ability to organise and manage learning activities in way which keep children safe.	E	A/I
The ability to actively encourage and motivate children to advance their learning.	E	A/I
Improve own knowledge and practice by participating in professional reviews.	E	A/I
Personal characteristics		
Ability to build effective working relationships with pupils and colleagues	E	A/I
The ability to establish fair, respectful, trusting, supportive and constructive relationships with children and young people.	E	A/I
The ability to communicate effectively and sensitively with children, young people, and colleagues.	E	A/I
The ability to recognise and respect contribution that parents and carer can make to the development and wellbeing of children and young people.	E	A/I
A commitment to collaborative and co-operative working with colleagues.	E	A/I
Demonstrate a positive attitude to continuing personal development.	E	A/I